

COMSCINST 12311.3B	COG CODE N13	DATE 25 MAY 1993
--------------------	--------------	------------------



DEPARTMENT OF THE NAVY
 COMMANDER MILITARY SEALIFT COMMAND
 WASHINGTON NAVY YARD BLDG 210
 901 M STREET SE
 WASHINGTON DC 20398-5540

COMSCINST 12311.2B
 N13
 25 May 1993

COMSC INSTRUCTION 12311.2B

Subj: COLLATERAL DUTY APPOINTMENT LIST (*MSC 12311/1*)

1. Purpose. To prescribe the use of subject form.
2. Cancellation. COMSCINST 12311.2A.
3. Applicability. This instruction is applicable to all ships manned by civil service marine (*CIVMAR*) personnel.
4. Background. Subject form was developed to reduce the number of individual appointment letters assigning collateral duties to *CIVMAR* personnel.
5. Action
 - a. Subject form will be used when assigning collateral duties to ship's personnel. *MSC 12311/1* will be prepared in duplicate. The original will be posted on the ship's bulletin board so that appointees and other embarked personnel will be aware of collateral duty assignments. The duplicate will be retained in the ship's office and will be initialed by each appointee to acknowledge his/her appointment and that he/she is familiar with regulations covering the assigned duties.
 - b. Pen and ink changes may be made on the form when an appointee is relieved of a collateral duty, when a directive authority is changed or when new directives require establishment or deletion of a collateral duty.
 - c. *MSC 12311/1* may also be used by staff offices of MSC Area Commands having cognizance over a particular collateral duty.

COMSCINST 12311.2B

25 May 1993

6. Forms. An initial supply of the latest version of MSC 12311/1 will be forwarded to addressees under separate cover. Future stocks should be requisitioned by Area Commanders from COMSC for distribution to MSC ships under their administrative control.

Distribution:

(See page 2)

Distribution:

COMSCINST 5000.19

List I (*Case A*)

SNDL 41B (*MSC Area Commanders*) (*LANT & PAC only*) (50)

T-100 (*Masters, civil service manned ships*)

COLLATERAL DUTY APPOINTMENT LIST

NAME OF SHIP:		DATE:	
COLLATERAL DUTY TITLE & AUTHORITY	NAME OF APPOINTEE	CHANGE IN APPOINTEE	POSITION
PUBLIC AFFAIRS OFFICER (COMSCINST 5720.11)			
AUDIT BOARD FOR NAVAL COMMERCIAL TRAFFIC FUND (NTP 9 CHAPTER 1)			
COMMERCIAL TRAFFIC CLERK (NTP 9 CHAPTER 1)			
CLASSIFIED MATERIAL OFFICER (OPNAVINST 5510.1)			
CONTROLLED SUBSTANCES INVENTORY BOARD (NAVMED P117 CHAPTER 21)			
MEDICAL DEPARTMENT REPRESENTATIVE (COMSCINST 6000.1)			
SHIPS MAIL ORDERLY (COMSCINST 3120.2)			
LAY LEADER (COMSCINST 5390.2 & MSC PAMPHLET NO. 1730)			
SHIPBOARD MANAGEMENT SYSTEM (SMIS) LOCAL AREA NETWORK (LAN) ADMINISTRATOR (COMSCINST 3120.2)			
EQUAL EMPLOYMENT OPPORTUNITY COUNSELOR (CPI 713)			
SAFETY OFFICER (COMSCINST 5100.17)			
DAMAGE CONTROL OFFICER (COMSCINST 3541.5)			
CHEMICAL BIOLOGICAL RADIOLOGICAL DEFENSE OFFICER (COMSCINSTs 3541.5 & 3400.2)			
TRAINING OFFICER (CMPI 410.2-3b)			
FOOD SANITATION OFFICER (CMPI 410.2-3g)			
CASH VERIFICATION BOARD (QUARTERLY) (NAVCOMPT MANUAL, VOL.. 4 APPENDIX C & COMSCINST 3120.2, PARAGRAPH 2-5-8)			

25 May 1993

COLLATERAL DUTY TITLE & AUTHORITY	NAME OF APPOINTEE	CHANGE IN APPOINTEE	POSITION
COLLECTION SITE COORDINATOR (CMPI 792)			
SPECIAL SERVICES OFFICER (COMSCINST 4000.2)			
MOVIE OFFICER (COMSCINST 4000.2)			
EXCHANGE LOCATION OPERATOR (COMSCINST 4000.2)			
DISINTERESTED SUBSISTENCE INVENTORY OFFICER (QUARTERLY) (COMSCINST 4000.2)			
DISINTERESTED INVENTORY OFFICER (EXCHANGE LOCATION END OF VOYAGE RETURNS FROM OUTPORTS) (COMSCINST 4000.2)			
LIFEBOAT & ASSISTANT TRAINING OFFICER (COMSCINST 12410.1)			
ASSISTANT SAFETY OFFICER FOR NAVOSH (COMSCINST 5100.17)			
AUTOMATED INFORMATION SECURITY OFFICER (COMSCINST 5239.1)			
CEAP CONTACT AND REFERRAL COUNSELOR (CPI 792-3)			
ELECTRICAL SAFETY OFFICER (OPNAVINST 5100.19)			
OPERATIONAL SECURITY OFFICER (COMSCINST 3070.1)			
HAZARDOUS MATERIAL COORDINATOR (COMSCINST 5100.27)			
PHYSICAL SECURITY OFFICER (COMSCINST 5530.3)			
WEAPONS CONTROL OFFICER (OPNAVINST 5530.13)			
ALL APPOINTEES INDICATED ABOVE ARE TO ASSUME THEIR INDICATED COLLATERAL DUTIES THIS DATE USING THE AUTHORITY GUIDE.			
FORWARD COPY OF THIS FORM TO APPROPRIATE STAFF OFFICE WHEN DESIGNATING A NEW SPECIAL SERVICES OFFICER OR EXCHANGE LOCATION OPERATOR.	SIGNATURE (MASTER):		